

FOIAonline 3.0

Program Integration







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Preface

The contact information below is for the FOIAonline Help Desk; you *will* need them at some point...

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Help Desk (8:00 am - 6:00 pm ET, M-F) | Toll-Free: (844) 238-7744 | Local: (970) 494-5506

Glossary | FAQs | Resources | About

Email Support | Privacy and Security Notice | Accessibility Statement |
```

BEGIN AT THE FOLLOWING URL:

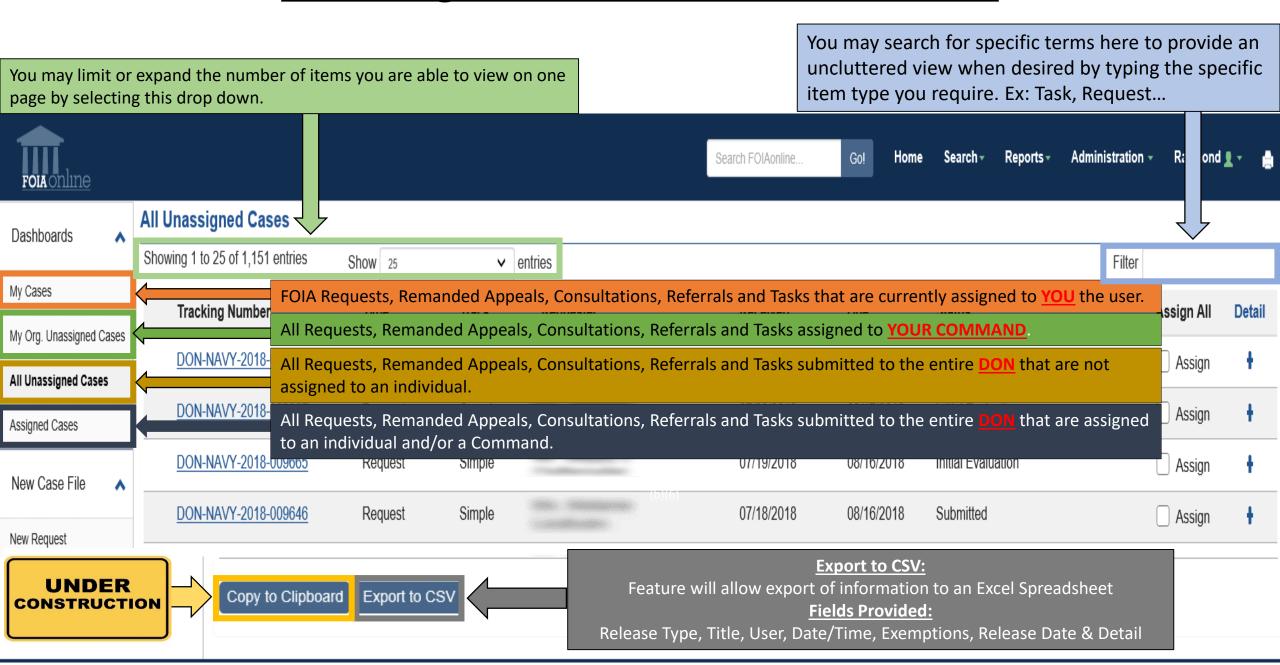
https://foiaonline.gov/foiaonline/action/public/home/myCases

!!!!SAVE!!!!

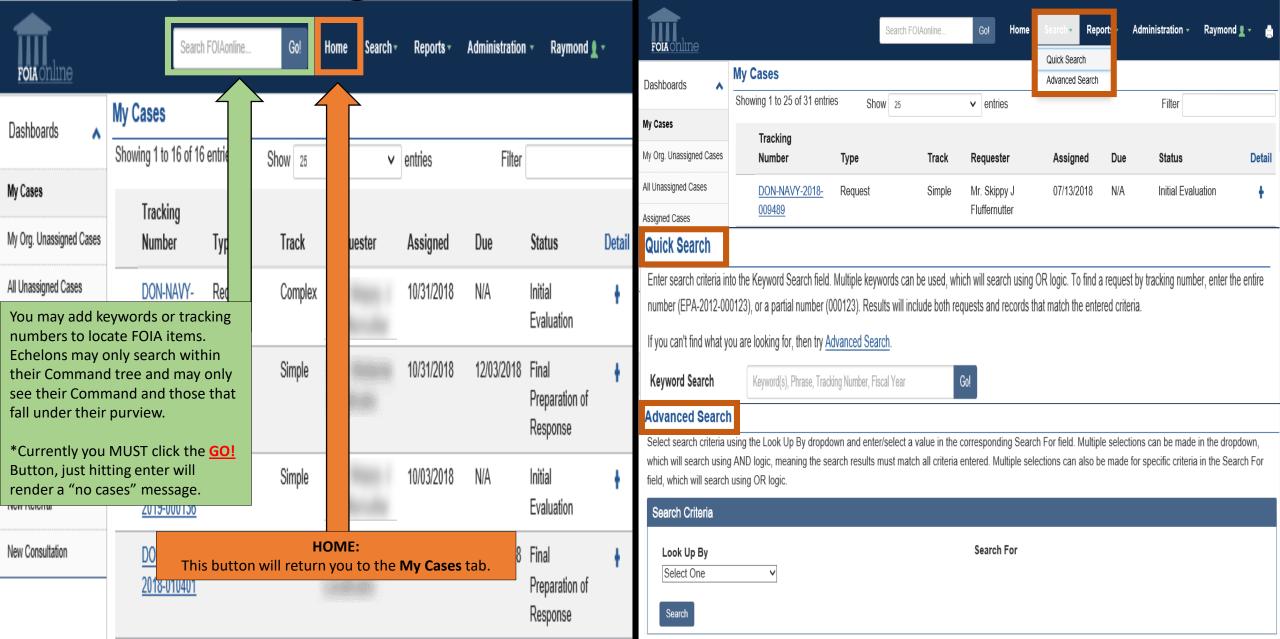
Don't forget!! Save after every change to any page or you will lose the information



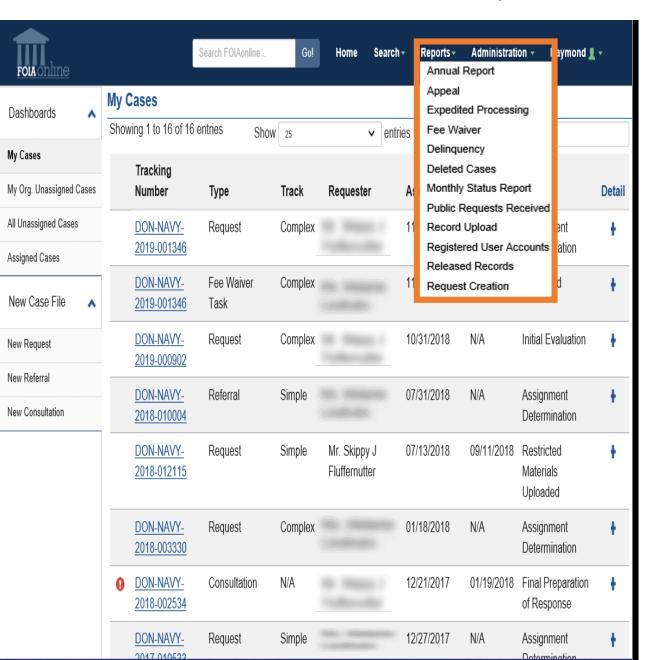
Locating an item in FOIAonline 3.0



Locating an item in FOIAonline 3.0 Cont.



Reports Tab Expanded



<u>Annual Reports</u> - These reports are also public facing and contain real-time updates regarding request, referral, appeal, and consultation metrics. They are identical to those produced in the year-end annual report, but can be run for any sub-office and time period.

<u>Appeal</u> - This function produces a report of all appeals based on fee waiver and/or expedited processing requests.

<u>Expedited Processing</u> - This function produces a report of all requests, referrals, and/or appeals that have expedited processing tasks.

<u>Fee Waiver</u> - This function produces a report of all requests, referrals, and/or appeals that have fee waiver tasks.

<u>Delinquency</u> - This function produces report of all requesters who have outstanding fee payments for 30, 60, or 90 days at the time the report is run.

<u>Deleted Cases</u> - This function produces a report of all case files (requests, referrals, appeals, and consultations) that have been deleted from the system.

<u>Monthly Status Report</u> - This function produces a status report of all processed and pending requests in the agency.

<u>Public Requests Received</u> - This function produces a report of all requests and referrals submitted to the agency.

<u>Record Upload</u> - This function produces a report of all records uploaded by user.

<u>Registered User Accounts</u> - This function produces a report of all registered users that have submitted requests to your agency.

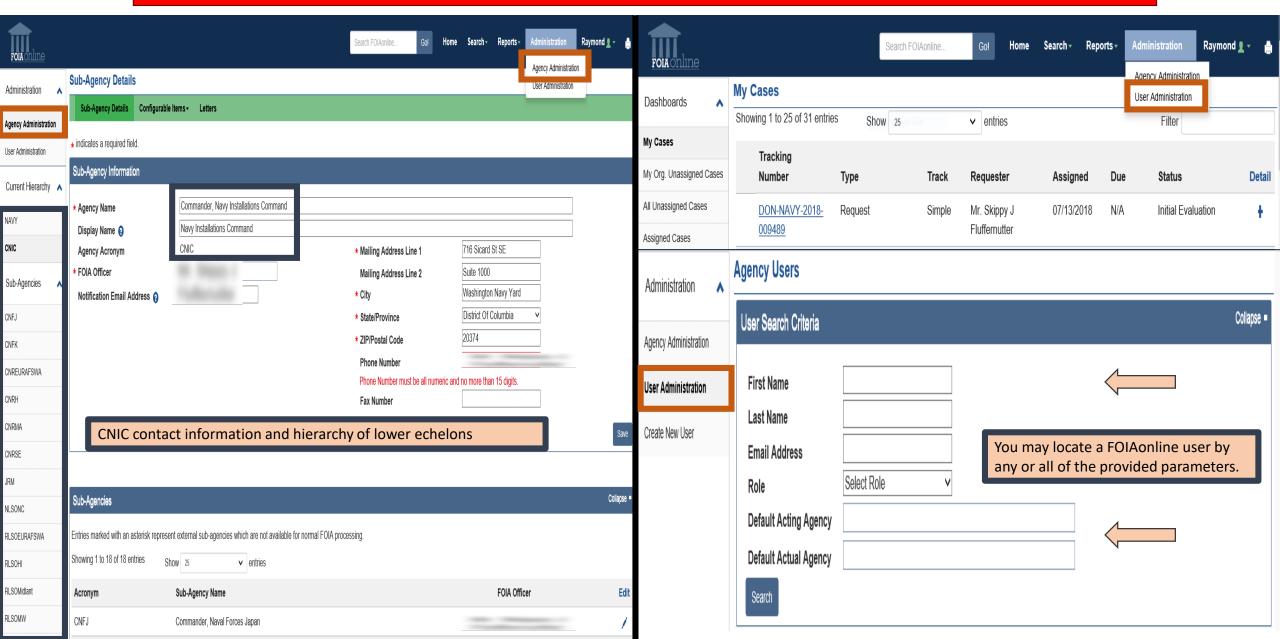
<u>Released Records</u> - This function produces a report of records that have been released to the public or directly to the requester.

<u>Request Creation</u> - This function produces a report of all requests that have been created to the specified agency and its sub-agencies.

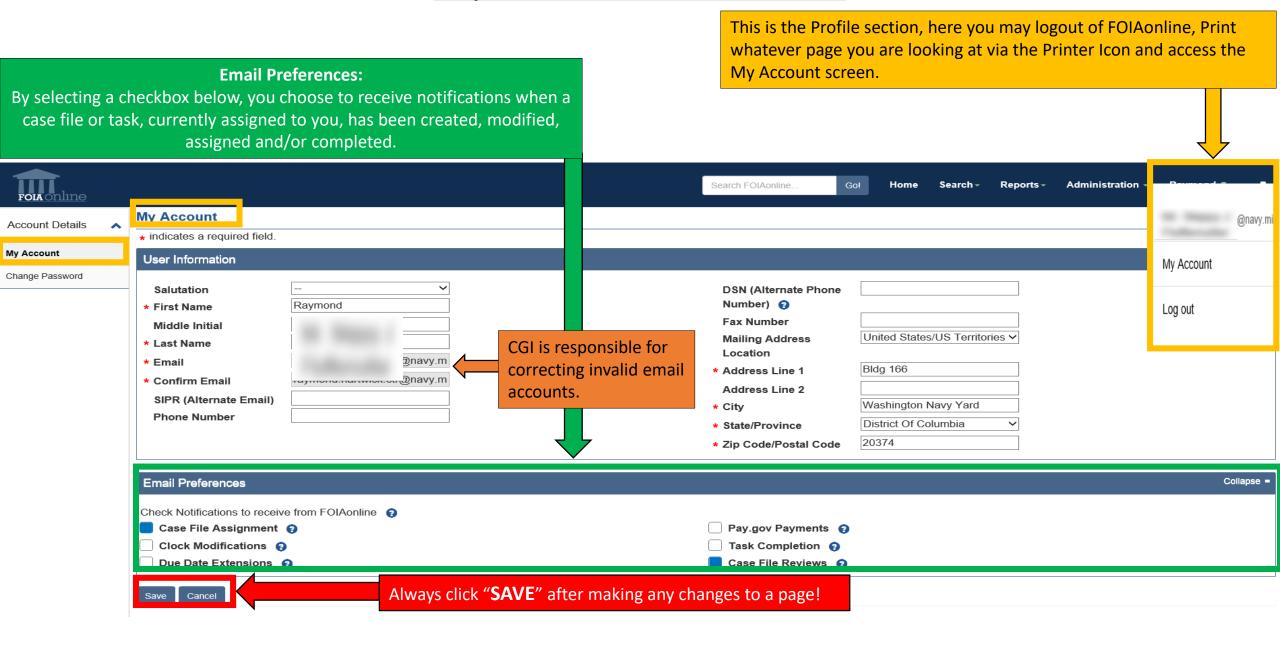
Administration Tab – Agency Administration

Administration Tab – User Administration

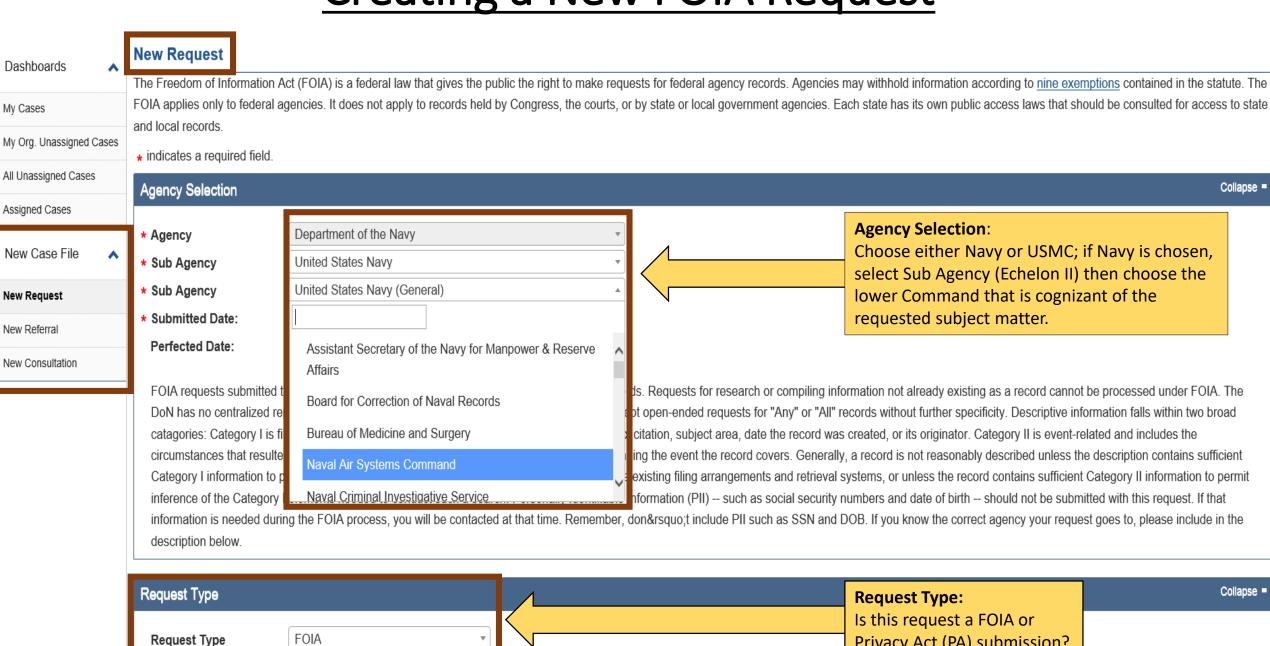
It is required that Echelon II commands verify and maintain correct points of contact within their chain of command.



My Account & Print Tabs



Creating a New FOIA Request

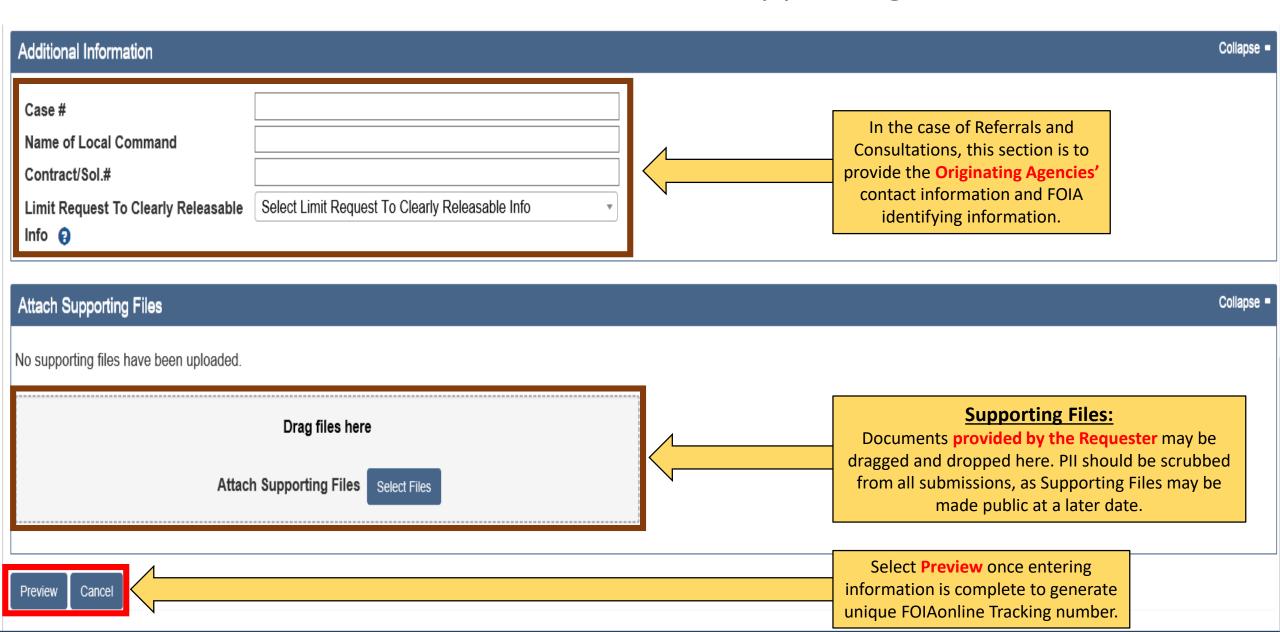


Privacy Act (PA) submission?

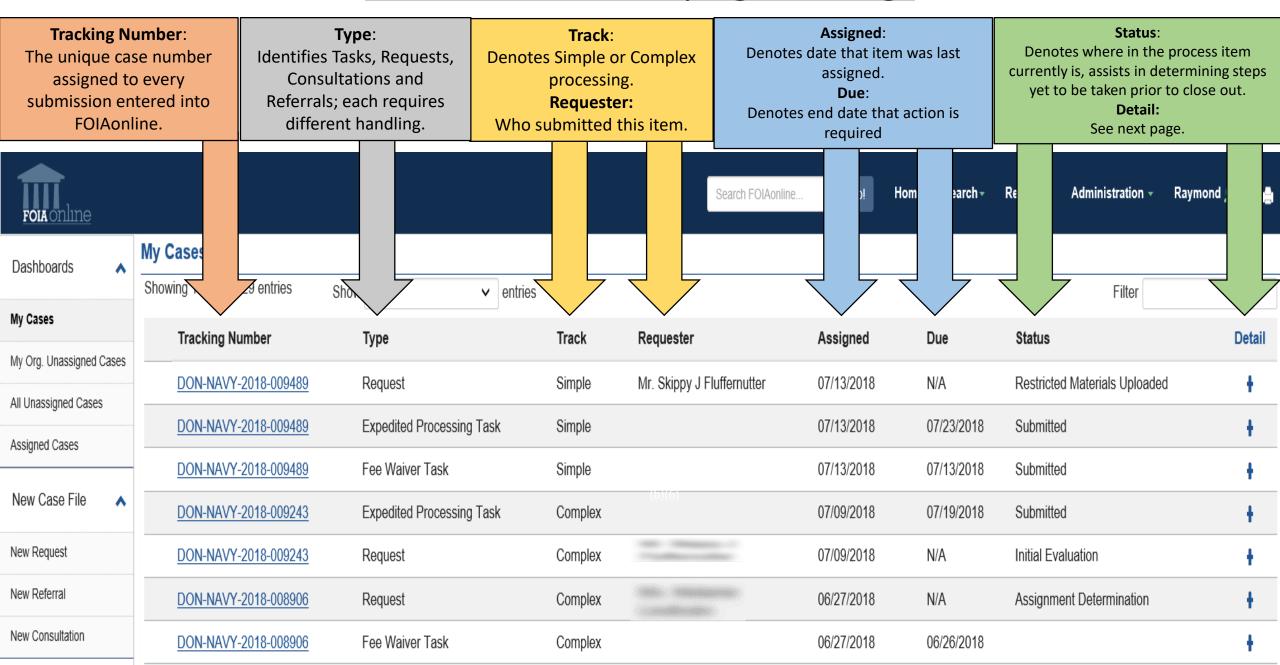
Requester's Contact Information and Request Description

<u> </u>	tor o corredot irrio	<u></u>
Contact Information		Collapse ■
Salutation * First Name Middle Initial * Last Name Email Address Organization Phone Number Fax Number	The Requester MUST proving way to contact them; either physical mail or email.	* Address Line 1
Processing Fees		Collapse =
Why are fees required? * Will Pay Up To		The Requester MUST show a willingness to pay fees, even if they submit a Fee Waiver Task.
Description		Collapse =
* 0/2000 😯		The Requester MUST provide a reasonably described FOIA request for DON controlled documents.
Request Expedited Processing		Collapse =
one of the following statements applies: &nb substantial due process rights and how the i	osp; 1. Lack of expedited treatment could lead to an in requested information is not otherwise available (thus	u may qualify for expedited processing. lf interested, please provide a clear explanation of how at least miniment threat to the life or physical safety of an individual; 2. Lack of expedited treatment could lead to a loss of a first an attorney could get this information for you through the discovery process, expedited processing would not be available ent activity, and the requestor is a person primarily engaged in disseminating information to the public. Requesters may apply for EXPEDITED PROCESSING and/or a FEE WAIVER, they
Request a Fee Waiver		are instructed to include their justification.
The fee schedule is located here . &ncriteria: 1. How the subject of the recognition of the contribute "significantly" to pull	quested records concerns "the operations or ac p; 3. How disclosure to you would contribute to “	for a fee waiver. If interested, please provide a clear explanation of how you meet each of the following ctivities of the government"; 2. How the disclosure is "likely to contribute" to an understanding of o;public understanding" (e.g., how will you disseminate it?); 4. How disclosure is likely to to what the public already knows?); 5. Whether the requester has a commercial interest that would be al interest).

Additional Information & Supporting Files



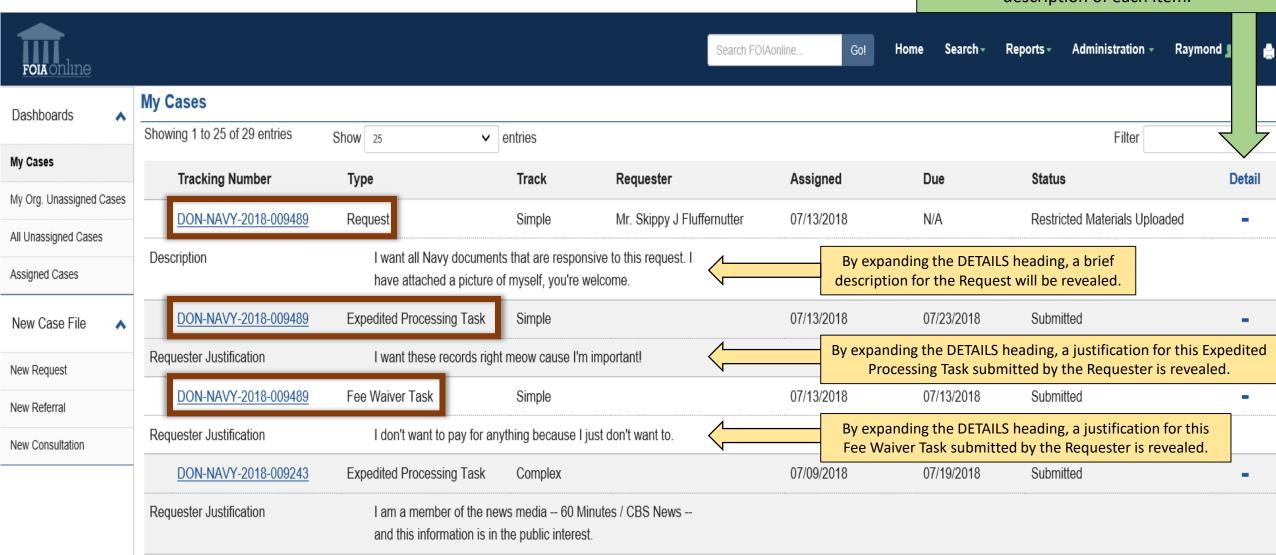
FOIAonline: Identifying Headings



Details Tab Expanded

Details Expanded:

Click this heading and once selected, the DETAILS heading will expand with a brief description of each item.

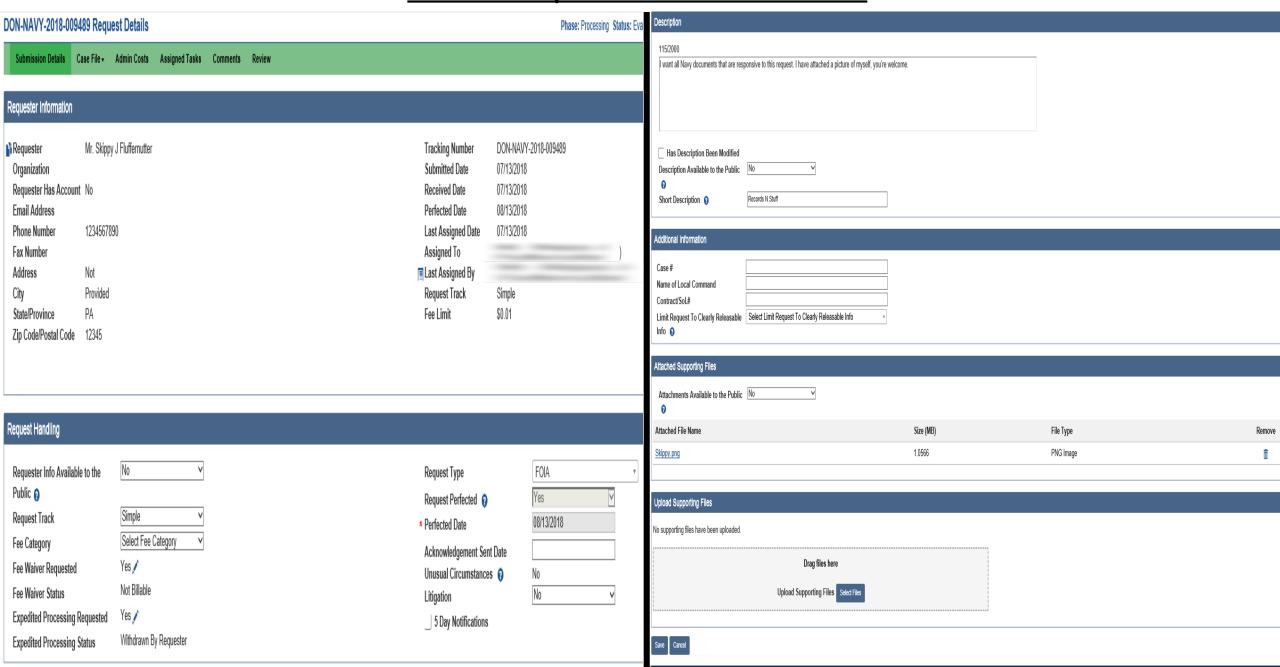


Working My Case

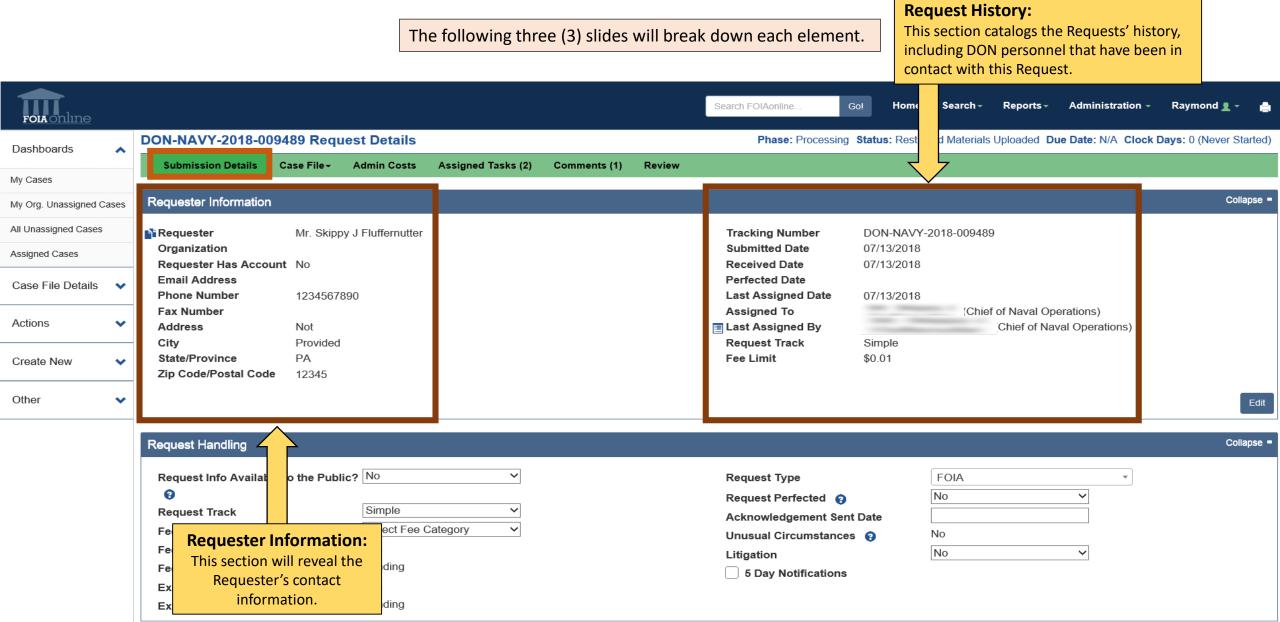
Select the My Cases tab to view all assigned Requests, Consultations, Appeals, Referrals and Tasks that are currently assigned to you the user.

FOIA online				Search FOIAonline	Go! Hon	ne Search +	Reports - Administration - Ra	ymond 👤 🕶 🥼	
Dashboards ^	My Cases								
	Showing 1 to 25 of 28 entries Show 25 v entries				Filter				
My Cases	Turakina Numban	Time	Tue els	Dominotor	Assissad	Due	Otation	Detell	
My Org. Unassigned Cases	Tracking Number	Туре	Track	Requester	Assigned	Due	Status	Detail	
	DON-NAVY-2018-009893	Final Disposition Notice Task	Simple		07/27/2018	07/27/2018	Submitted	+	
All Unassigned Cases	DON-NAVY-2018-009866	Request	Simple		07/26/2018	08/24/2018	Final Preparation of Response	+	
Assigned Cases	DON-NAVY-2018-009489	Request	Simple	Mr. Skippy J Fluffernutter	07/13/2018	N/A	Restricted Materials Uploaded	+	
New Case File	DON-NAVY-2018-009489	Expedited Processing Task	Simple		07/13/2018	07/23/2018	Submitted	+	
New Request	DON-NAVY-2018-009489	Fee Waiver Task	Simple		07/13/2018	07/13/2018	Submitted	+	
New Referral	DON-NAVY-2018-008906	Request	Complex		06/27/2018	N/A	Assignment Determination	+	
New Consultation	DON-NAVY-2018-008906	Fee Waiver Task	Complex		06/27/2018	06/26/2018		+	

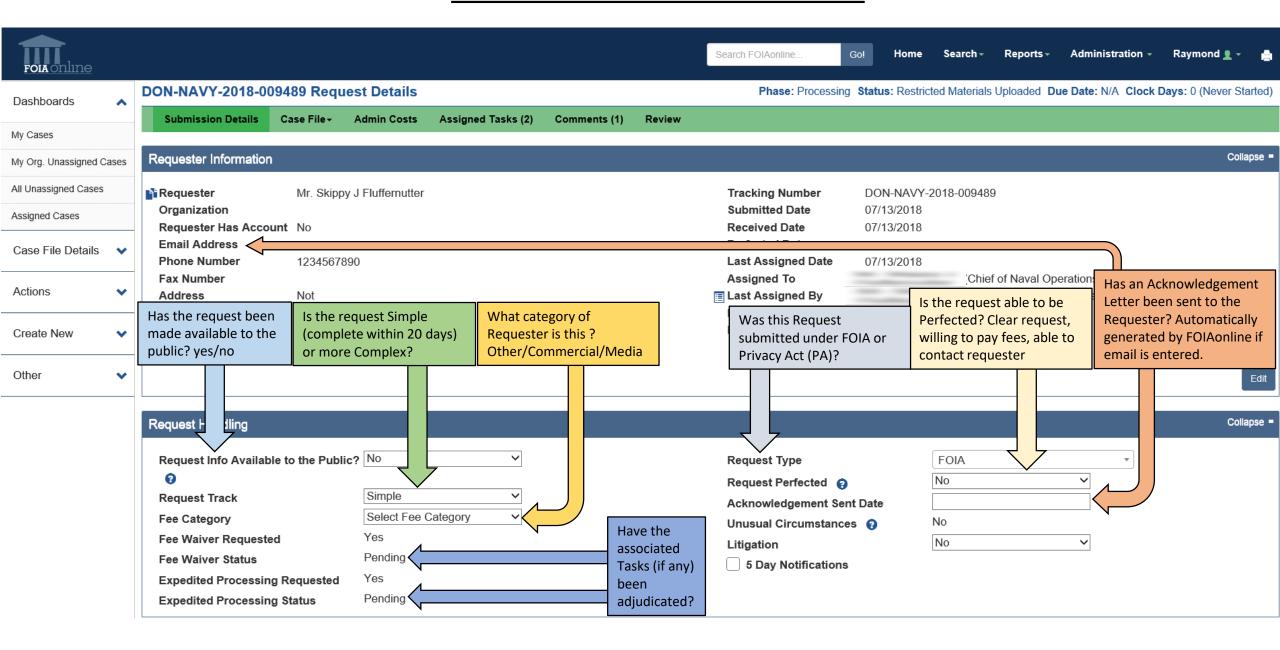
FOIA Request 2018-009489



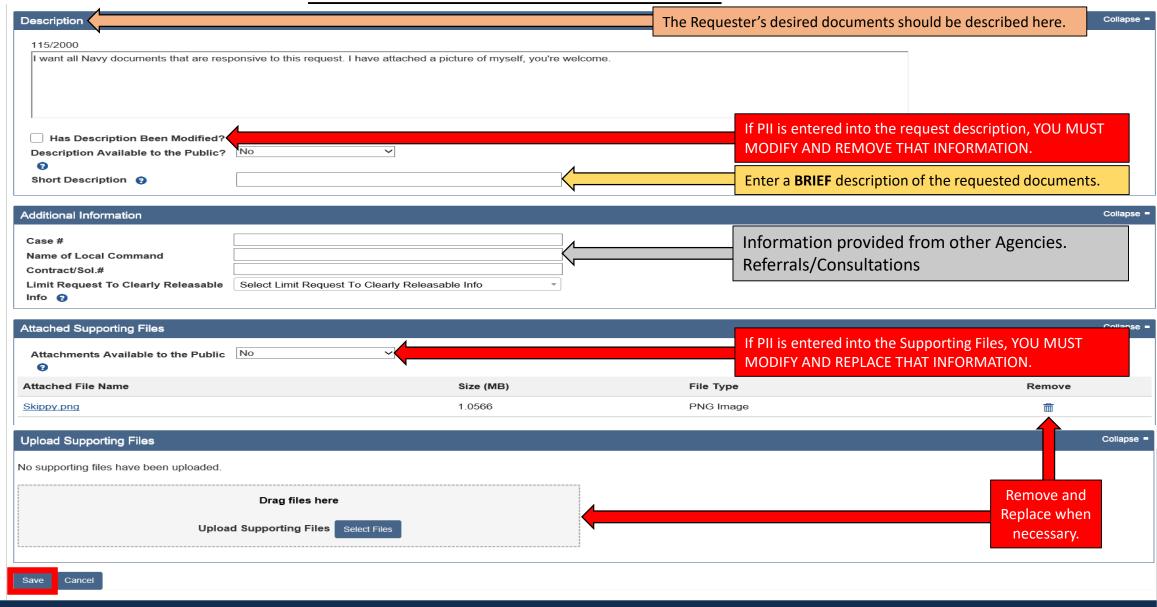
Submission Details: 2018-009489



Submission Details Cont.



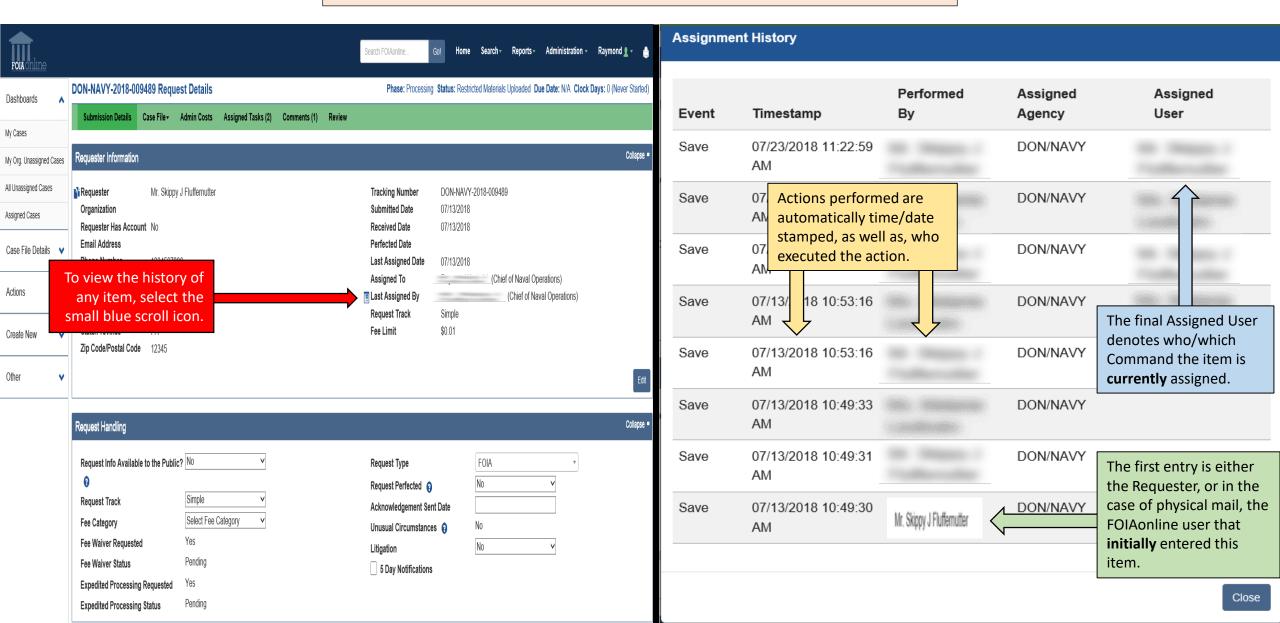
Submission Details Cont.



FAQs

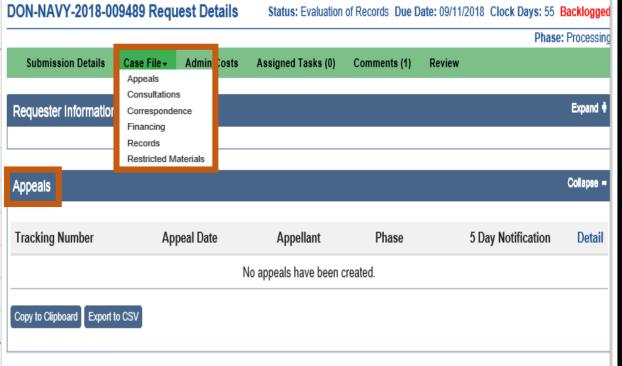
Request Details: Assignment History

You are able to track where an item has been throughout it's time in FOIAonline.



Case File: Appeals

Clicking the Appeals link in this section will identify any known Appeals and their assigned case numbers associated with this item.



Case File: Consultations

Clicking the Consultations link in this section will identify any OUTSIDE AGENCIES that have been assigned a portion to respond to in association with this item.

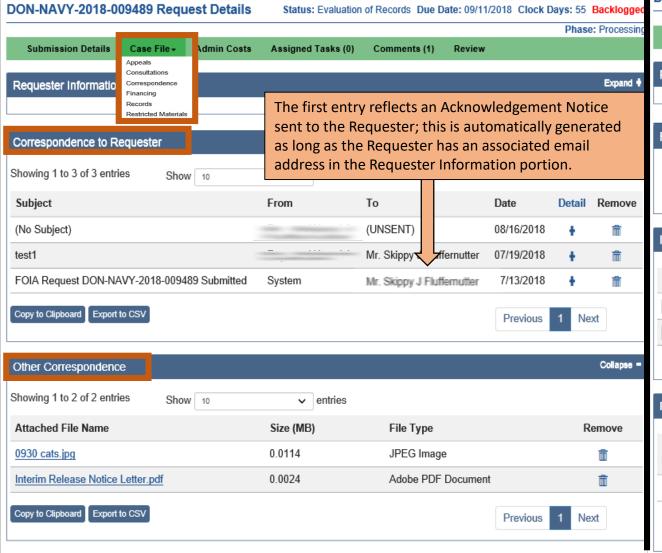


Case File: Correspondence

Clicking the Correspondences link in this section will provide you two (2) options:

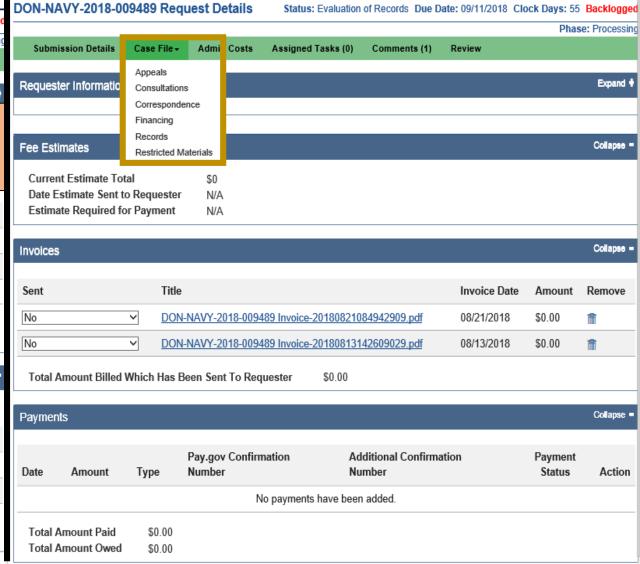
Correspondence to Requester – sends Files DIRECTLY TO THE REQUESTER.

Other Correspondence – only accessible to FOIAonline users.



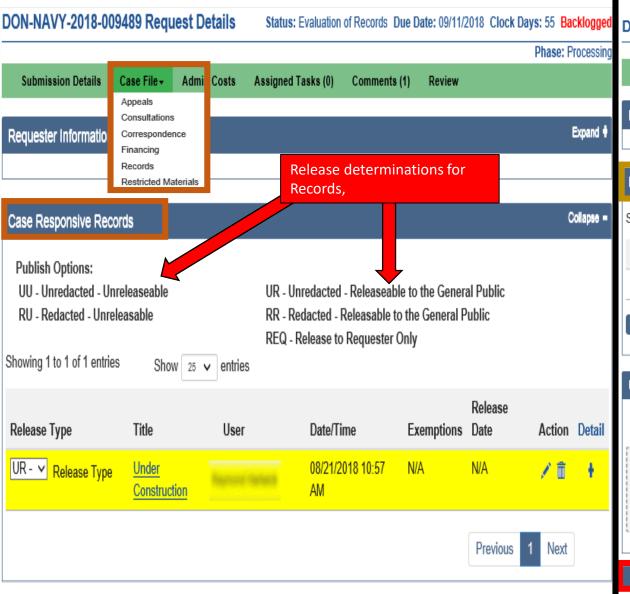
Case File: Financing

This section is used when billing a Requester prior to item completion.



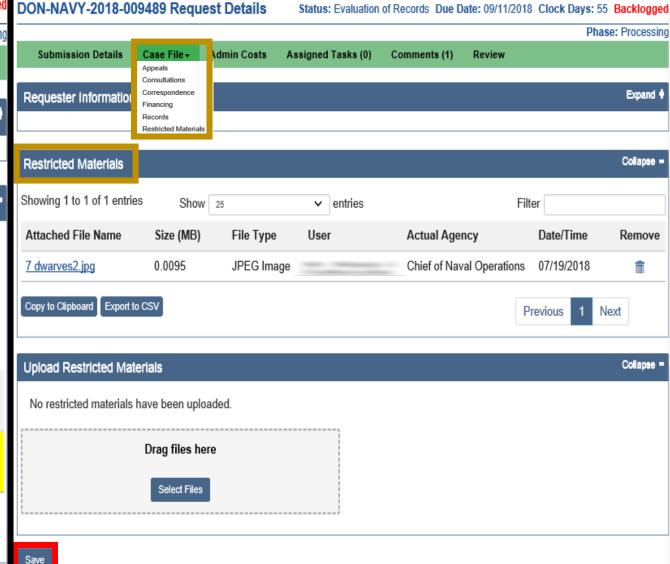
Case File: Records

Once an item is **PERFECTED**, you will be able to view ALL Uploaded Responsive Records here.



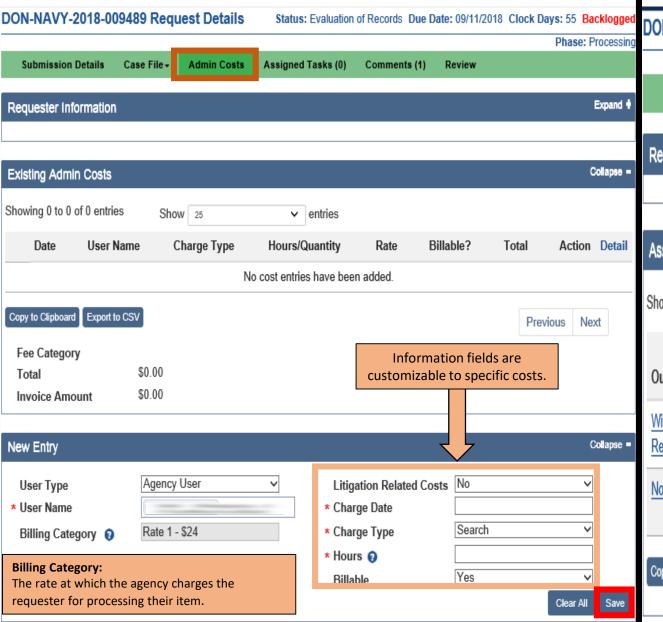
Case File: Restricted Materials

This section is for the exclusive use of FOIAonline users. However, it is currently unknown which users are able to view documents saved into this location.



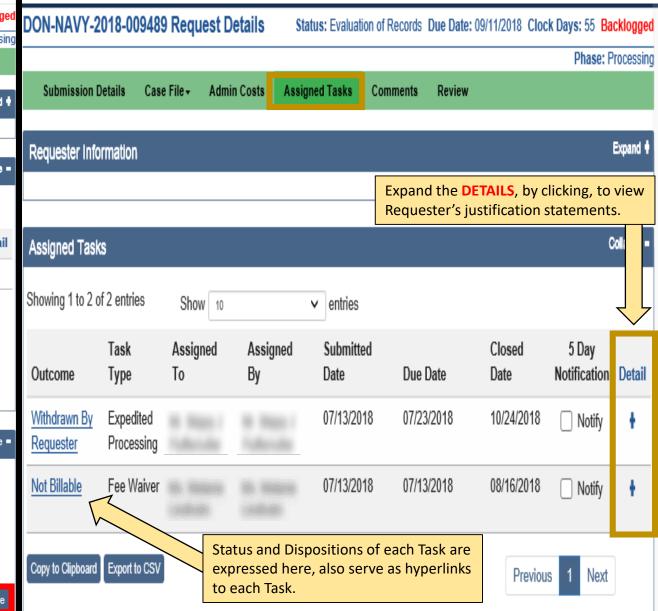
Admin Costs: 2018-009489

This page is used to tally costs for processing a FOIA item.



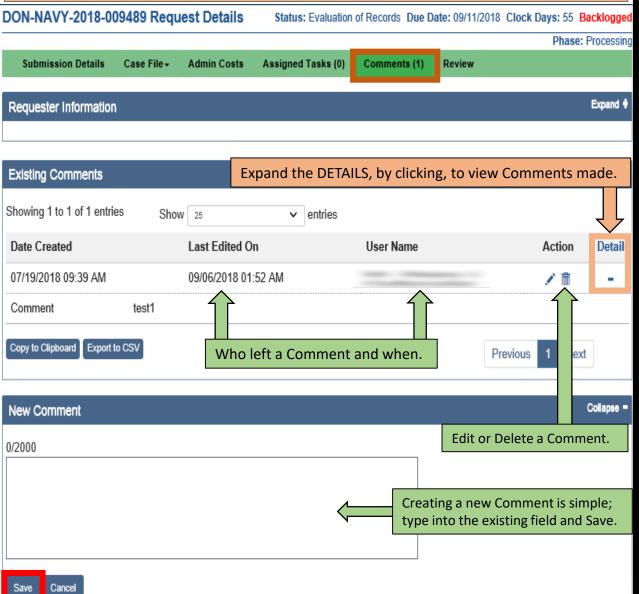
Assigned Tasks: 2018-009489

You may view any associated Task with a given item on this page.



Comments: 2018-009489

This page is used to view and create Comments by case processors to communicate pertinent information.



Review: 2018-009489

On this page, you may search to assign a Reviewer to your case. This will be completed prior to closing an item.

*Be aware, Some FOIA shops do not require Reviewers, so this page may not apply.

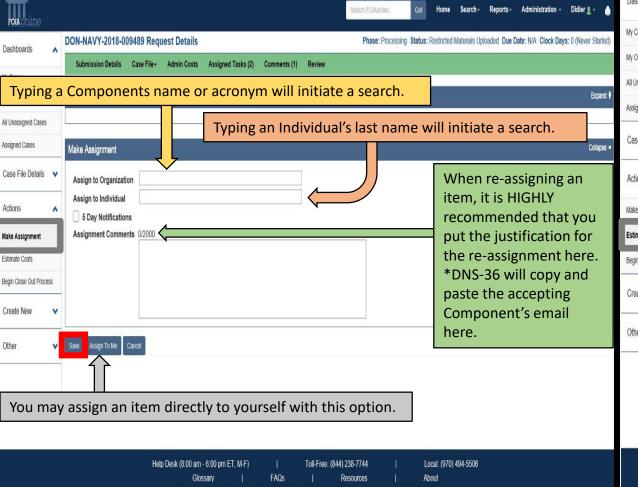
	DON-NAVY-2018-0	009489 Request Details	Status: Evaluation	of Records Due D	oate: 09/11/2018 Clock	CDays: 55 Backlogged	
٠						Phase: Processing	
	Submission Details	Case File + Admin Costs	Assigned Tasks (0)	Comments (1)	Review		
	Requester Information	n				Expand •	
il							
	Assigned Reviewers Collap						
Search for and select reviewers using the Add Reviewer type-ahead field. Users will be added in descending order; the review order can changed by dragging rows up and down. Once all reviewers have been added and the order set, press the Save button to save the review chain.							
	Review Order	Review Outcome	Assigned R	eviewer	Review Date	Remove	
	1	Review Chain Not Started			TBD	î	
	Add Reviewer						

Unperfected Actions

Make Assignment:

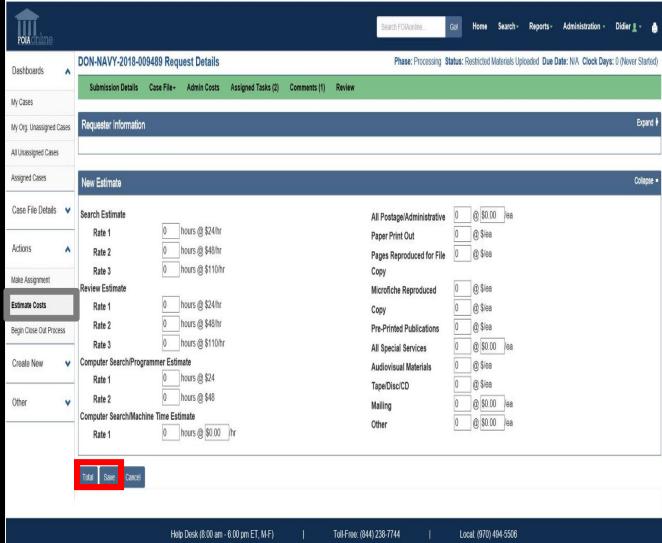
This section allows for an item to moved to another Component or Individual.

Items being re-assigned is dependent upon an individual case worker's permissions.



Estimate Costs:

Enter the desired fields to calculate the cost of an item to the requester.



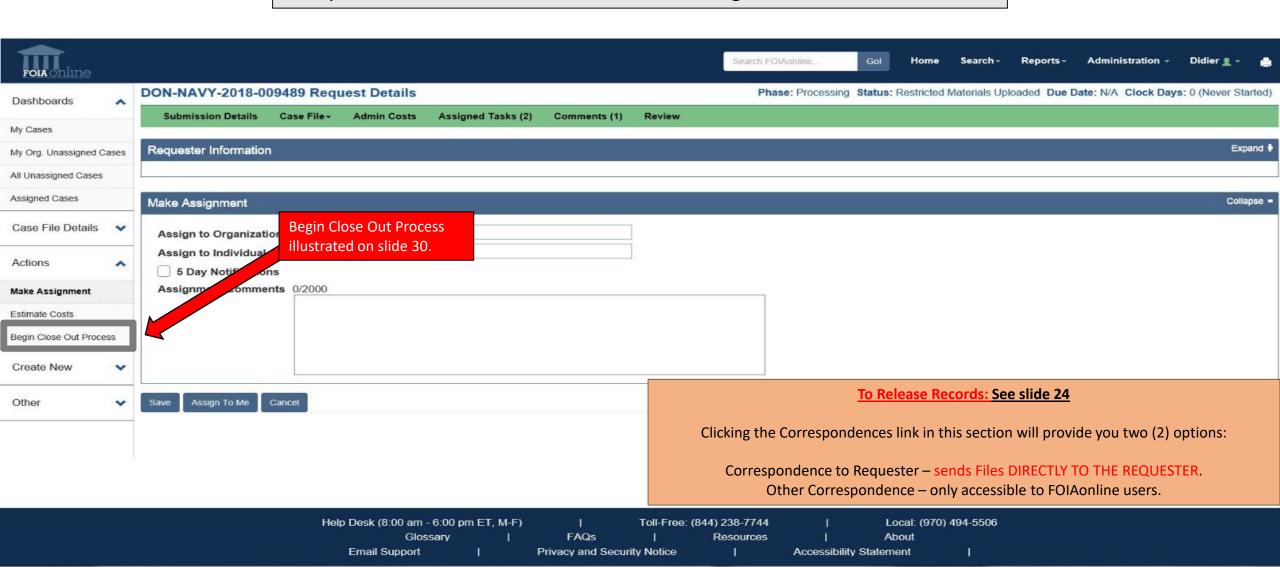
Privacy and Security Notice

Accessibility Statement

Email Support

Closing Out an Unperfected Request

A request does not have to be Perfected to Begin the Close Out Process.



Perfected Actions

Extend Due Date:

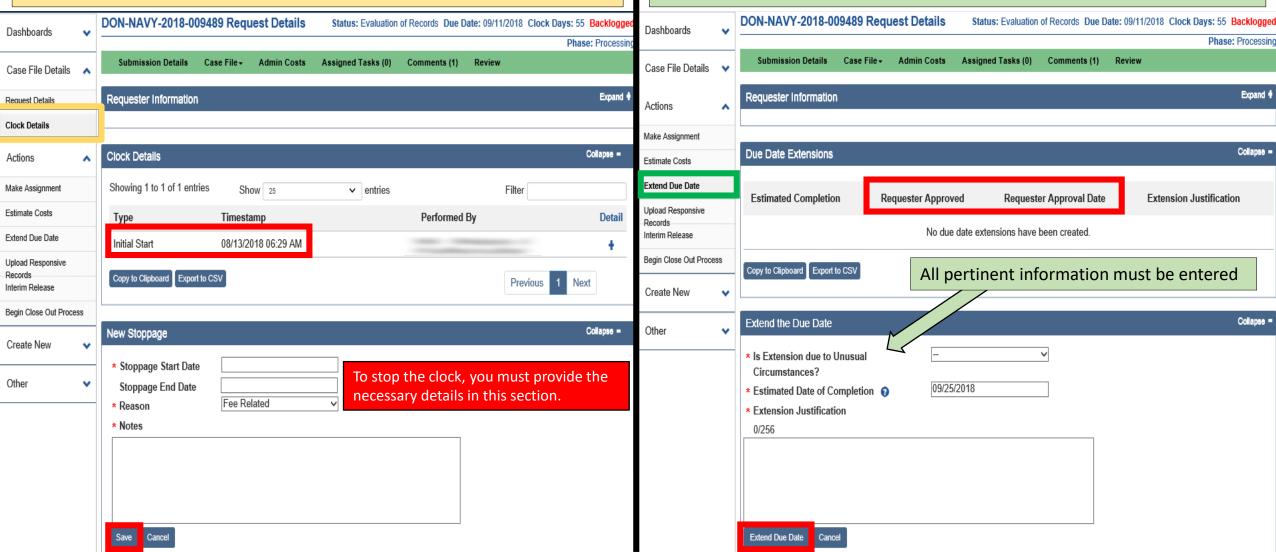
FOIAonline.

If a request cannot be completed by original due date, and with coordination

with the Requester, a caseworker may extend the original due date within

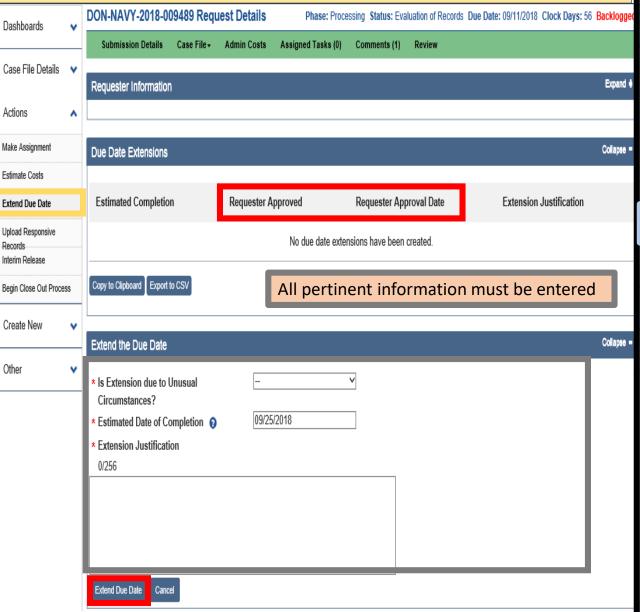
The Clock:

ONCE PERFECTED, the clock begins. The clock may be stopped for two reasons, both require contacting the Requester: Clarification of Request or a Fees Discrepancy



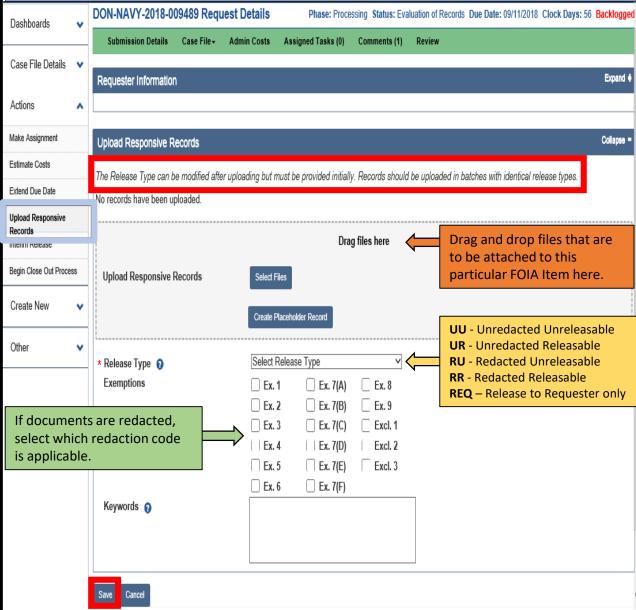
Extend Due Date

If a request cannot be completed by original due date, and with coordination with the Requester, a caseworker may extend the original due date within FOIAonline.



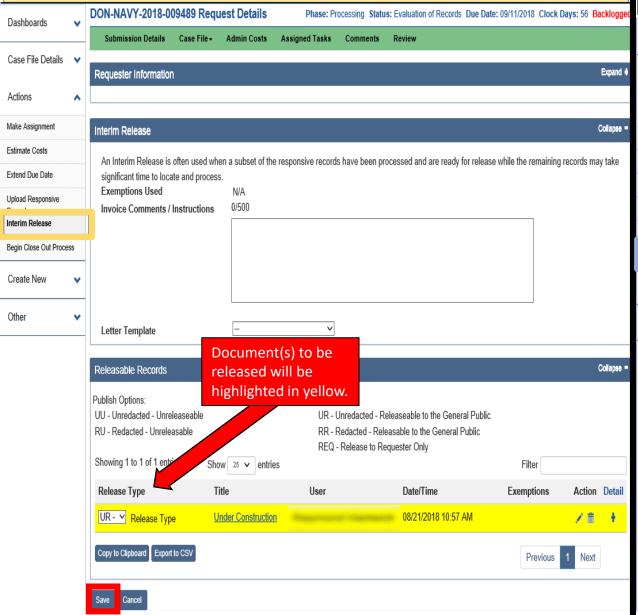
Upload Responsive Records

ONCE PERFECTED, this section will become available to attach Responsive Records, as well as, Records that will not be provided to the Requester.



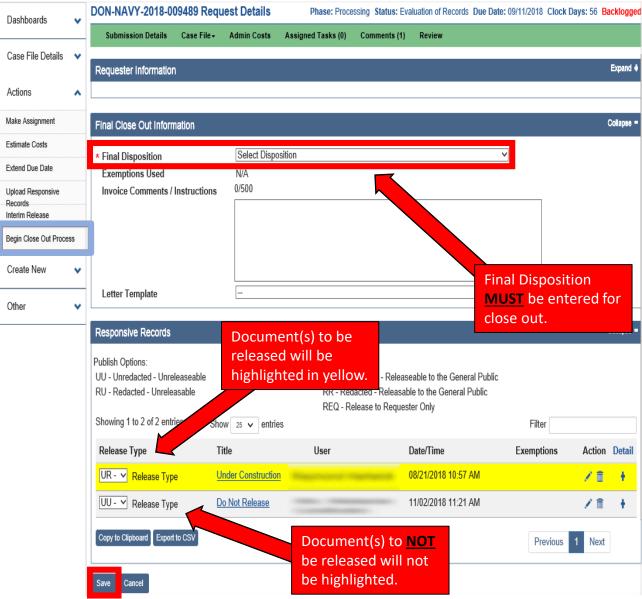
Interim Release

Providing documents to a Requester without closing their FOIA item; requires documents to be uploaded and ready for release, also requires a reviewer to be assigned prior to engaging



Begin Close Out Process

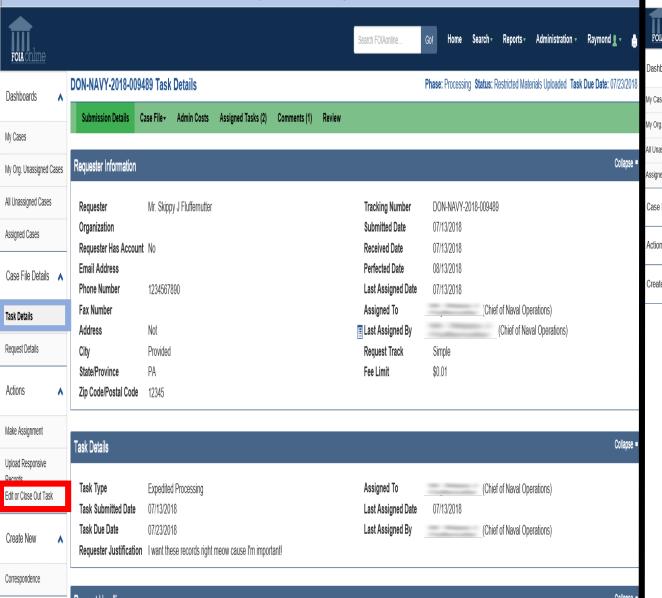
This selection will begin the closing process for an item. In many offices a Reviewer must be selected prior to selecting.



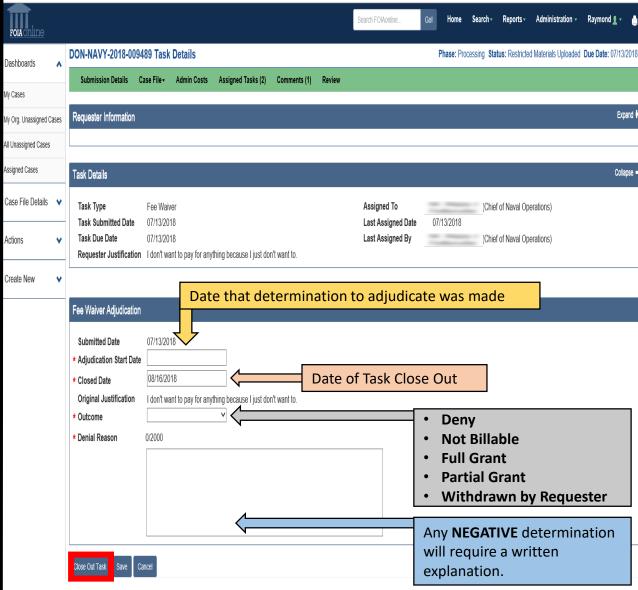
Closing a Task

Once Perfected, you may view and/or edit details about the individual Tasks, you may also begin the Close Out process.

*All associated Tasks must be **CLOSED OUT** prior to the Begin Close out Process (slide 60) for the item itself.

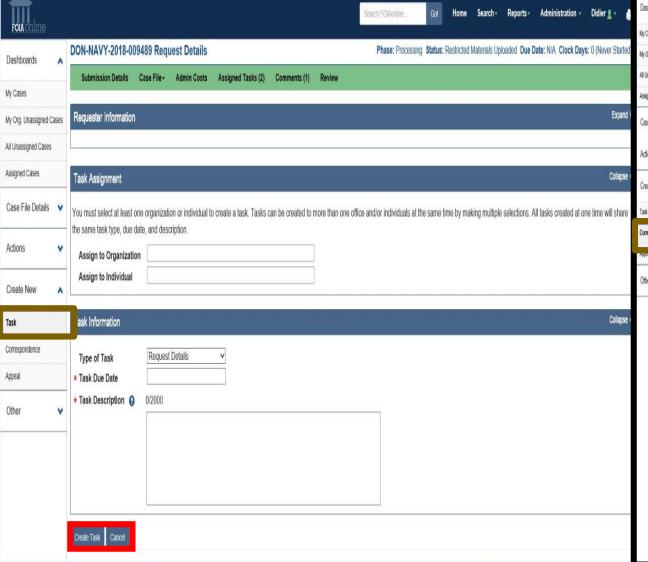


All fields with * are required to be filled out prior to Task being closed.



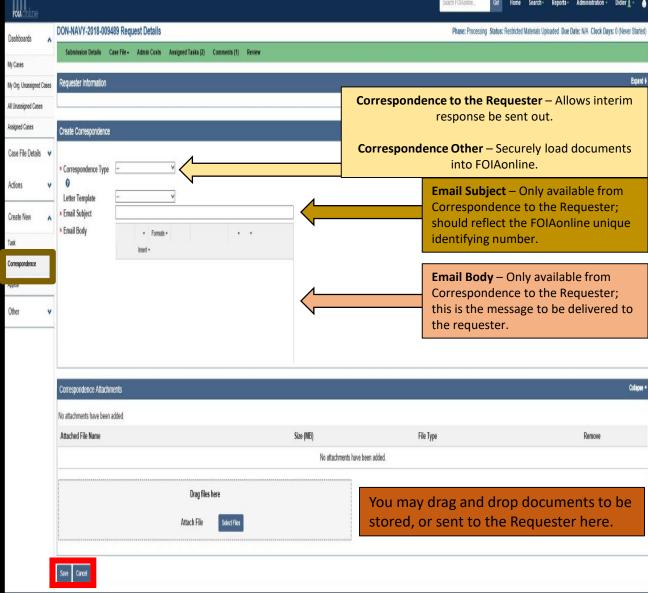
Create New - Task

If a FOIA item requires the attention of an OUTSIDE AGENCY, but requires that the item stay within DON, this section will allow a case worker to assign Tasks to an OUTSIDE AGENCY; complete with description and due date.

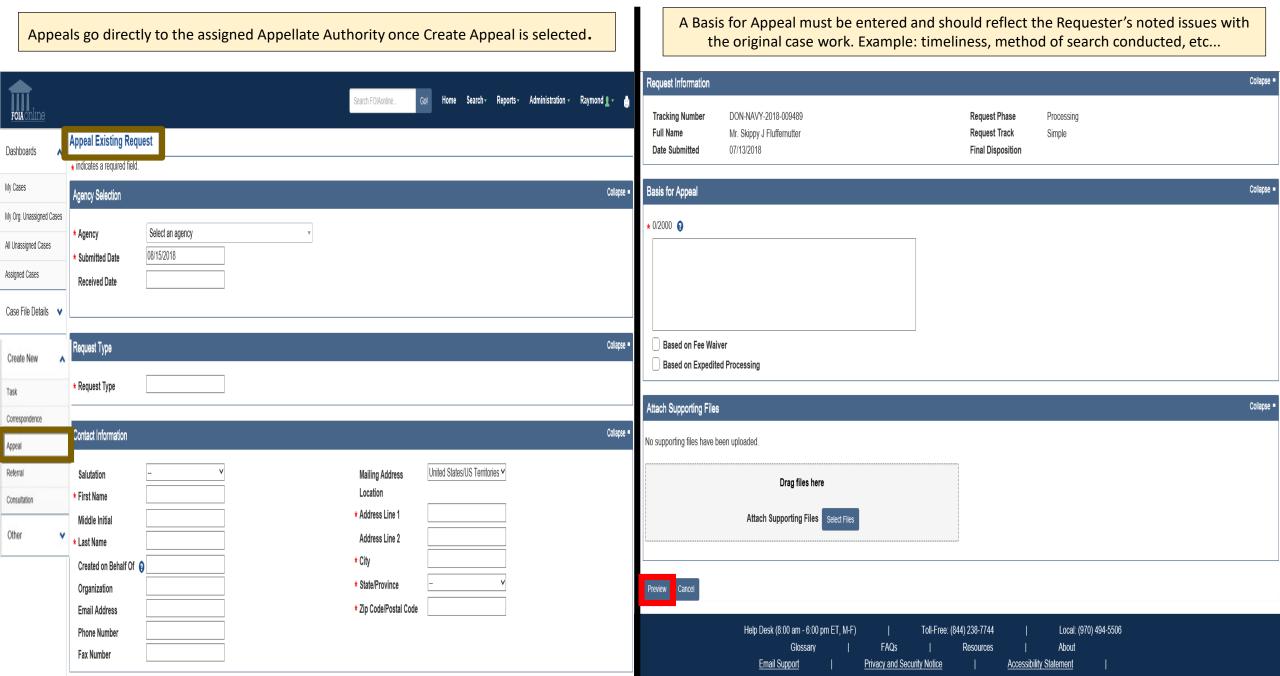


<u>Create New - Correspondence</u>

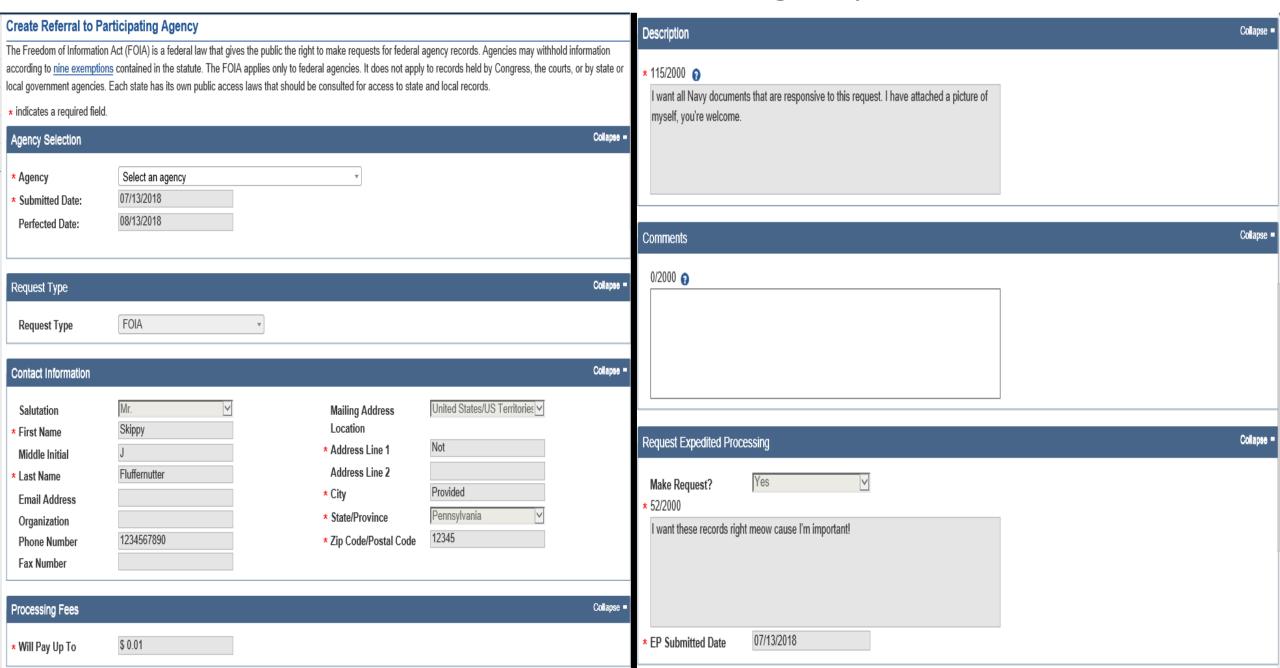
This section is used to either provide the requester with an interim response with documents, or safely store documents within FOIAonline.



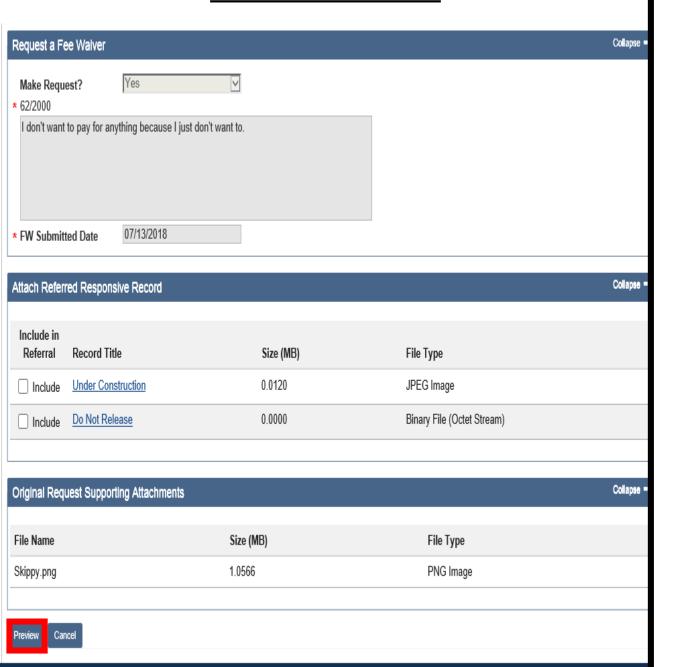
Appeal Existing Request



Refer to an Outside Agency



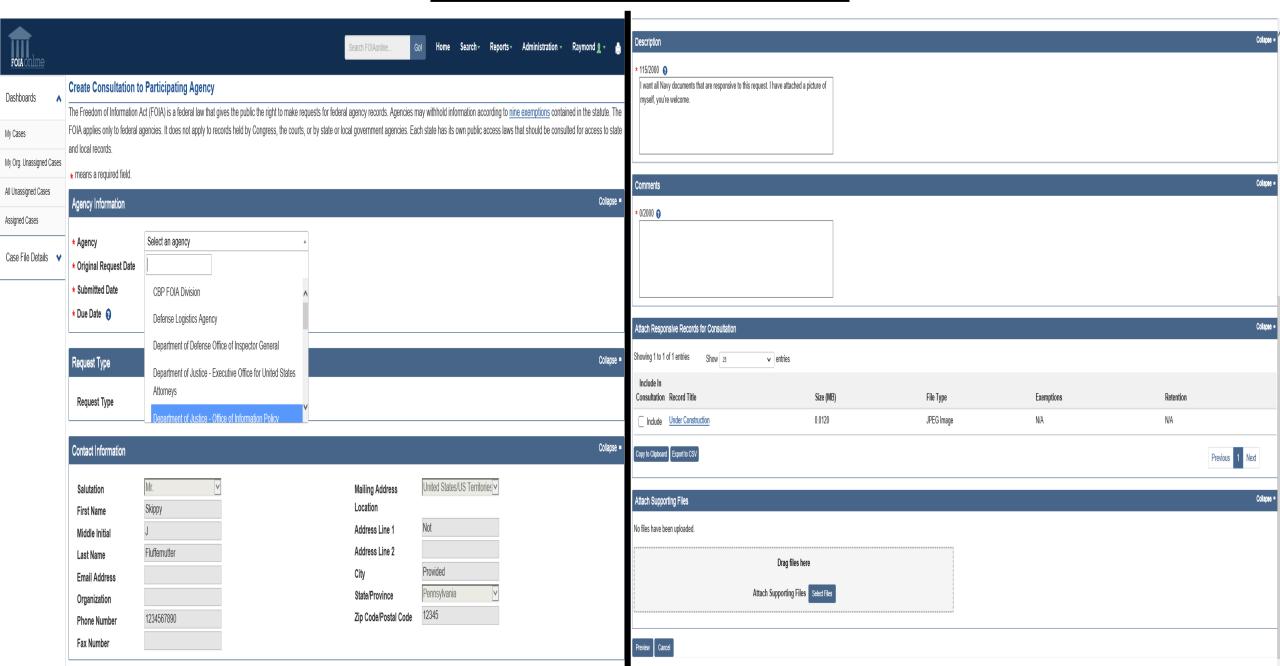
Referral Cont.



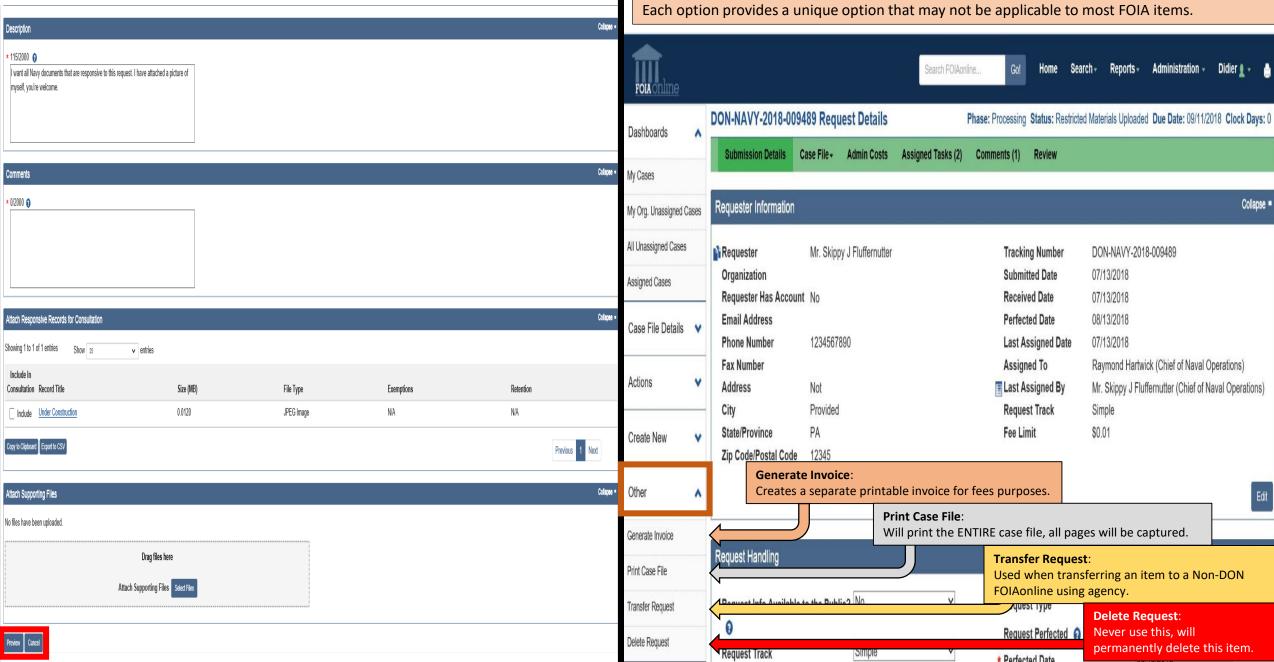
Agencies Within FOIAonline

Select an agency					
CBP FOIA Division					
Defense Logistics Agency					
Department of Defense Office of Inspector General					
Department of Justice - Executive Office for United States Attorneys					
Department of Justice - Office of Information Policy					
Environmental Protection Agency					
Federal Communications Commission					
Federal Labor Relations Authority					
General Services Administration					
Merit Systems Protection Board					
National Archives and Records Administration					
National Labor Relations Board (NLRB)					
Pension Benefit Guaranty Corporation					
Social Security Administration					
U.S. Department of Commerce					
U.S. Nuclear Regulatory Commission					
U.S. Parole Commission					
U.S. Small Business Administration					

Create New Consultation



Consultation Cont.



Other